

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, February 28, 2019 9:01 AM
To: High School Principals and ACT School Test Coordinators
Cc: DACs
Subject: WI Statewide ACT Assessments Update - Feb 28

Dear educators,

Updates on the Aspire portal are complete and schools can now proceed with Aspire test preparation tasks. Please refer to the [Schedule of Events](#) for the complete list of tasks and deadlines. Please note that the steps must be completed in the correct order as indicated on the Schedule of Events (first PNPs, then groups, then test sessions). See below for additional information on Aspire.

Many schools will be utilizing the ACT makeup day on March 12 due to snow storms on the initial test date. Please read the makeup testing FAQ below and note that **tomorrow, Friday March 1, is the deadline to place your order for makeup test day materials**. The emergency test dates (April 2 for ACT and April 3 for WorkKeys) can be used for grade 11 students who were not present on the initial or makeup days.

If you had any issues with FedEx pick up of standard time materials, please let Jennifer Bell know via email to jennifer.bell@dpi.wi.gov.

ACT and WorkKeys

Makeup Testing FAQ

Q: When are the standard time makeup test days?

A: March 12 for ACT and March 13 for WorkKeys.

Q: Who should test on the makeup date?

A: If any students were absent on the initial test date, place an order for the makeup test date. See p. 5 of the [Test Coordinator Information Manual](#) for eligibility criteria for makeup testing.

Q: How do I place an order?

A: Instructions for placing an Additional Order for makeup up materials can be found on:

- pages 15 and 14 in the [PearsonAccessNext User Guide for ACT](#)
- pages 16 and 15 in the [PearsonAccessNext User Guide for WorkKeys](#)

Q: What do I order?

A: Keep the answer documents and manuals. Place an order for the **WI Makeup Kit** for the number of students that are testing on the makeup day. Each standard time kit includes a multiple choice test booklet and a writing booklet. ACT will send the rest of the appropriate materials (envelopes, site header, etc.).

Q: When is the deadline for placing an Additional Order for the makeup days?

A: March 1

Q: Can I use extra books from Feb 20 or 21 for makeup testing?

A: No. Test booklets are test date-specific. Use of incorrect materials will likely result in an invalidation due to misadministration.

Q: We have spring break on March 12 and 13. Can we test on April 2 and 3?

A: Yes.

Q: Can I order for April 2 now?

A: No. Order for April 2 and 3 during the Emergency Test materials ordering windows: March 12-13 for ACT and March 13-14 for WorkKeys. All of these dates are in the [Schedule of Events](#).

New Grade 11 Students that Transfer to Your School

Schools should make every effort to test all students that enroll in their school when there are still test dates available. Since new students will be added to PearsonAccessNext after Jan 17, you will not receive barcodes for them. When a student doesn't have a barcode, schools must follow the instructions in the test administration manuals on how to prepare an answer document without a barcode.

Standard time testing

- Follow the Enroll process found on p. 17 of the [PearsonAccessNext User Guide for the ACT](#).
- Follow the Enroll process found on p. 12 of the [PearsonAccessNext User Guide for WorkKeys](#).
- You must enroll new students in PANext so they have an ACT student number. You'll need to use the ACT student number on their answer documents.
- Place an additional order for makeup materials. Instructions can be found on pages 15 and 14 in the [PearsonAccessNext User Guide for ACT](#) and pages 16 and 15 in the [PearsonAccessNext User Guide for WorkKeys](#)

Accommodated testing

- For students needing accommodations, if the student's previous school submitted an ACT accommodations request through TAA and it was approved, the student can test during the makeup accommodations testing window, March 12-18, at your school.
- Call ACT Accommodations at 800-553-6244 x1788 to order ACT materials.
- After ACT confirms that an approved accommodation is on file for the student, follow the enroll process found on p. 17 of the [PearsonAccessNext User Guide for the ACT](#).
- For WorkKeys, follow the Enroll process found on p. 12 of the [PearsonAccessNext User Guide for WorkKeys](#) and place an additional order using the instructions on pages 16 and 15 in the same guide. No ACT approval is needed to administer WorkKeys accommodations.

Aspire

Complete PNP and Create Test Sessions for Aspire Paper Testing - Deadline March 7

Aspire is a computer-based test except for students using Braille, large-print and American Sign Language. For these three accommodations, schools will order paper Aspire tests.

1. Enter the accommodations into the student's Personal Needs Profile (PNP) in the Aspire portal.
Instructions on p. 59 in the [Portal User Guide](#).
2. Create a paper test session in the Aspire portal.
Instructions on p. 103 in the Portal User Guide.

DPI will review and approve the paper test orders.

To Do Items for Aspire

Complete the following activities according to deadlines listed in the [Aspire Schedule of Events](#).

- Watch training videos available on the [DPI ACT Trainings webpage](#) to become familiar with testing activities.
- Use the [Technical Readiness Manual](#) to complete these activities:

1. Uninstall and install the newest version of TestNav. See [Technology Set-up](#) and [TestNav System Requirements](#)
2. Set up ProctorCache
3. Conduct final tech readiness testing
- Use the [Portal User Guide](#) to complete these activities **(in this order)**:
 1. Confirm the student data in the Portal
 2. Create groups in the Portal (optional)
 3. Enter all accommodations into the Personal Needs Profiles (PNP) in the portal
 4. Create test sessions

Note: Schools must complete these steps in this order.

New Aspire Accommodation Offering: Text-to-Speech Item Translation in Spanish

There is a new accommodation available for Aspire Early High School. Text-to-Speech Item Translation in Spanish can be added to a student's Personal Needs Profile (PNP). This accommodation is for the writing, math, and science sections only. The format is prerecorded online audio and the PNP system will automatically assign 300% time when this accommodation is selected in the PNP. For more information on this accommodation, please see pages 15-16 of the [Aspire Accessibility User's Guide for Summative Testing](#).

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

ACT Help Desk

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; actaccoms@act.org

Aspire: 855-730-0400

<http://www.act.org/stateanddistrict/wisconsin>

General Information and Policies

Jennifer Bell

608-267-7268

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<https://dpi.wi.gov/assessment/act>

Student Data

Phil Cranley

608-266-9798

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Choice Program and Test Security Issues

Duane Dorn

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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.